

Lauren Allen

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Thank you for taking the time to read my resume. As evidenced by my work history, detailed below, I have a variety of experiences that share some common skills that I have honed for many years. My greatest skills are communication, customer service, organization, technology literacy, and working as part of a team. I will bring an atmosphere of respect and empathy to every environment, as these are important to all aspects of my life.

My primary focus has been working in the entertainment industry as an actor and script supervisor. When there are gaps in my work history, it is because I was on contract in those fields. If you want to learn more, you can visit my website or see my film credits on IMDB at <https://www.imdb.com/name/nm13321199/>

In total, I have had over 40 acting contracts and approximately 30 non-acting jobs, which equals multiple contracts a year. I have an immense wealth of experiences that are difficult to list fully on paper. If you would like more details, I have a CV with an itemized list of all my work in the creative industries and every client I worked with as my small business, Social Media the L.A. Way.

Please do not hesitate to reach out if you have any questions!

Position Company (Duties)

Administration, Marketing, and Related

- Nov 2020-July 2021: *Registration and Outreach Coordinator* for Threads 2021 produced by **The Saskatoon Open Door Society** (sending invitations to the event to various contacts across the country, working with the event team to track who has been invited, answering registrant questions, logging information of nearly 1,000 registrants, sending event links to registrants, etc.)
- August 2020: *Speaker* at the **Professional Association of Canadian Theatres** Conference (coordinated with co-hosts to determine topic, structure, and goals of our one-hour conversation slot. We had over one hundred and fifty people in attendance over Zoom)
- 2015-2017 and 2020-2021: *Support Staff and Social Media Marketer* with the **Saskatchewan Association of Theatre Professionals** (coordinating community conversations, editing the website, visioning for the future of the organization, posting content on Facebook, Twitter, and Instagram, managing a community events calendar, running a MailChimp mailing list, sitting on various committees, etc.)
- January 2020: *Juror* for the **Manitoba Arts Council** (reviewed documents in detail and determined funding based on requirements laid out in grant terms in both English and French, extensive communication)

- April-June 2019: Various short-term contracts for *Reception/Administrative Work* through **Express Employment** (answered telephone, emails, managed outgoing and incoming mail, drafted letters to clients, greeted people coming in the door, etc.)
- October-January 2016/17: *Customer Service Representative* with **Your Inspiration at Home/My Secret Kitchen** (remote work for this Australia-based company over the holiday season, fielding customer complaints via e-mail and voicemail, reporting to and communicating between shipping, manufacturing, and home office departments, finding answers to customer complaints, directing complaints to the correct department/person, using Excel spreadsheets to search and find order tracking or shipping numbers, learn and understand the “back office” computer system used by customers, etc.)
- 2016-present: Various short-term contracts as part of the *Rapid Deployment Team* at **The Social Element** (formerly EModeration) (learn new social media monitoring tools, work as part of a large team of remote workers, train and work in very short turnaround times, worked Super Bowl marketing campaigns two years in a row, send in shift reports, respond to customer tweets, monitor content for swears/slurs, support customers troubleshooting technical issues, etc.)
- 2013-present: *Social Media Marketing* with clients across the world, several of those years as my own company, **Social Media the L.A. Way** (for more details please visit socialthelaway.com)
- 2013-2019: Various short-term contracts as *Box Office/Front of House Manager* with **On The Boards Staging Company** (used handwritten system to track ticket sales, interacted with patrons, trained volunteers, set up and took apart the bar space, monitored stock levels, generated sales report through cash and online transaction tracking, relayed with Stage Management, etc.)
- June-August 2016: *Box Office Manager and Front of House Manager* at **Shakespeare on the Saskatchewan** (sold, printed, and distributed tickets using Ticketmaster, assisted patrons to their seats, cleaned the theatre, managed volunteers, managed interdepartmental communications, sent e-mails and answered the phone, answered questions about the productions, sold merchandise, counted cash, input survey and donation data, tracked free tickets using Google Sheets, calculated tickets sold percentages for the previous 3 seasons and ongoing season using Excel, etc.)
- 2015: Multiple contracts as *Front of House and Box Office Manager* at **Embrace Theatre** (served drinks, bought liquor and liquor licence, related with stage management for prompt show start times, managed all cash, etc.)
- 2015-present: Multiple contracts as a *Producer* with **It's Not a Box Theatre, Dévisage Theatre, La Compagnie Oghma, Staple Productions** and **Embrace Theatre** (managed budgets, ticket sales, promotion, planning, coordination of schedules, wrote grant applications, etc.)
- 2013-present: Multiple contracts as *Production Assistant or Stage Manager* with many companies including **La Troupe du Jour, Sum Theatre, and Hardly Art Theatre** (creating/maintaining schedules, fetching things, painting/moving sets, communications between departments, taking notes during meetings, mediating disputes between departments or individuals, adhering to and being versed in industry regulations, etc.)

Restaurants and Related

- September 2019-August 2020: *Server and Bartender* with **Leave It To Us Toronto** (hired support staff for large venue catering involving venue set up, customer service, rapid menu memorization, coordinated table service, passing with crudité trays, glass and silverware polishing, etc.)
- September 2019-February 2020 as *Barista and Support Staff* at **Artists' Play/The Hub Café** (prepared coffee and sandwiches, stocked snack items, picked children up from school and walked them to programming, answered the phone, performed basic administrative tasks, counted and managed cash, worked with parents and teachers to provide the best care for the children, etc.)
- September 2014-March 2016: *Front of House* employee at **Persephone Theatre** (served drinks/snacks, counted cashouts, cleaned the theatre and bars, stocked, assisted patrons to their seats, etc.)
- February 2014-May 2016: *Expeditor/Server* at **Calories Restaurant**. (Prepared alcohol/coffee beverages from memory, cut and decorated cakes and cake plates, served at catering events, cleaned and maintained coffee machines, took customer payments, greeted, sat, and served customers, trained other employees, created drink recipes, made drink pre-mixes, etc.)
- September 2013-February 2014: *Server* at **Nino's on Broadway**. (Worked till, took delivery and takeout orders and took reservations over the phone, counted cash and made floats, washed dishes, bussed and cleaned tables, made starters, cleaned restaurant and bathrooms, etc.)
- May-August 2012: *Cast Member* at **Scotiabank Cineplex Theatre West Edmonton Mall** (Worked foods till/prepared basic foodstuffs, door management/ticket taking, cleaned theatres and bathrooms, etc.)

Retail and Related

- January-March 2019: *Sales Associate* at independent fashion boutique **Beija** in Paris, France (cleaned the store, organized clothes, noted sales by hand, helped customers find specific items, sorted inventory and re-stocked when necessary, created a spreadsheet of all boutique jewelry with brand names and pricing details, general customer service)
- May-August 2012: *Sales Associate* at **Payless Shoesource West Edmonton Mall** (Worked till, made displays, organized sale racks, cleaned, sized adult's and children's shoes, tagged shoe boxes, etc. NOTE: Held highest percentage for CRM collection in Western Canada and was acknowledged for this achievement as an individual)
- 2010/2011 *Summer Employee* at the **C&S Store in Candle Lake** (Worked at the till, on gas pump, as stocker, booking septic pump-outs, assisting with bakery, etc.)
- December 2010-February 2011 as *Sales Associate* at **Stitches in Center Mall Saskatoon** (Worked at the till, on the phone, stock, etc.)
- Prior to 2010: Volunteer experience (SPCA, theatre technician, acting, bussing, school committees in high school and university)

Other

- July 2021-present: *Freelance Script Supervisor* (head of Continuity Department) in French and English. Credits listing available on IMDB:
https://www.imdb.com/name/nm13321199/?ref_=ra_sb_In
- 2015-present: Multiple contracts with the **University of Saskatchewan** and **Pharmachieve** as a *Simulated Patient* for medical and pharmaceutical students.
- April 2017-March 2019: *Burlesque Instructor* at **Olala Party** in Paris, France (greeted and briefed clients, taught choreography, collected payment, maintained accessories/costume pieces, created a safe space for all people, promoted other areas of the company, sold merchandise)
- April 2017- March 2019: *Pet Sitter* with various clients around the world via **Animaute** and **Trusted Housesitters**.

Education

- Graduate of Aden Bowman Collegiate, 2011
- Received Diploma of Theatre Arts from Grant MacEwan University, 2013
- Certificate in Social Media Marketing from Hootsuite Podium, September 2015
- Various Social Media Courses, 2013-present
- Certificate for Worker Health and Safety Awareness from the Government of Ontario, August 24th, 2019
- WHMIS Certified August 24th, 2019
- SmartServe Certified as of October 9th, 2019
- Certificate for Am I Covered? The Art of Visual Storytelling for Film and TV from Daniela Saioni, February 2nd, 2020
- Certificate for Script Supervision Intensive from Daniela Saioni, February 8th, 2020
- Safe Sets International Covid-19 Certified (Level A), July 15th, 2020
- Certificate for Supervisor Health and Safety Awareness from the Government of Ontario, July 15th, 2020
- Certificate of completion for Anti Racist Theatre Training from Nicole Brewer, October 18th, 2020
- Completed Script Supervisor Masterclass from Shane Scott and Douglas Rotstein, February 14th, 2021

Special Skills/Other

- Fluent French speaker
- Familiar with Google Suite, Microsoft Office, Adobe PDF
- Website creation experience with Squarespace, Netfirms, Wordpress, and Wix
- If I had to limit myself to living by two values only, I would choose kindness and bravery

References

Mark Claxton, Executive Director, Saskatchewan Association of Theatre Professionals.
satpexecutivedirector@gmail.com, 306-371-SATP (7287)

Cynthia Dyck: Founder, On the Boards Staging Company. cynthia@ontheboards.ca
306-249-1975 (office)

Ed Mendez: Former Operations Manager, Shakespeare on the Saskatchewan. Current General Manager
at Gordon Tootoosis Nikaniwin Theatre. gm@gtnt.ca 306-974-1475